



# Parks, Recreation and Marine Recreation Leader Specialist VII

## Part-Time Employment Opportunity

Apply by:  
April 8, 2016

The Department of Parks, Recreation and Marine is a nationally recognized and award-winning organization with 1,100 full-time/part-time staff and a budget of \$55 million. The Department oversees facilities and programs that reflect the needs and interests of a culturally diverse community, including: 161 parks with more than 3,200 acres devoted to open space and recreation, 27 community centers, 3 public pools, 6 miles of beaches, and 3 marinas.

The Department provides free and fee-based recreational programs and leisure opportunities, both self-directed and organized, for people of all ages and cultures. Youth programs include free youth sports for ages 5 to 14 serving nearly 10,000 participants annually, summer and vacation day camps, 2,100 recreational and educational classes, sailing and aquatics instruction, teen center activities, skateboarding opportunities, and supervised afterschool and weekend activities at parks and schools. In addition, approximately 12,000 youth participate in non-Department sports leagues that utilize park facilities.

The Department of Parks, Recreation and Marine is seeking qualified candidates interested in applying for **Day Camp Director positions at Silverado and Veterans Parks**. The duties and responsibilities for these positions include:

- Work closely with the park supervisor to plan and implement day camp programming;
- Supervise staff, volunteers, and day camp participants throughout the 11-week summer program;
- Coordinate employee schedules, assign duties, and evaluate staff;
- Instruct a variety of activities for day camp participants;
- Assist the supervisor with ongoing staff training and annual camp staff in-service training;
- Monitor and maintain accurate registration and attendance records;
- Accounting duties, which include collecting excursion fees and submitting reports;
- Maintain and order equipment and supplies;
- Perform other related duties as assigned.



**Qualifications** These positions are open only to current City of Long Beach employees and require the following minimum qualifications:

- Three years of experience working in recreation or a related field, with one additional year of experience acting as lead staff in a recreation program;
- Must be at least 18 years of age, and possess a valid California Driver's License;
- Excellent oral and written communication skills;
- Ability to work independently and exercise good judgment;
- Computer experience: Knowledge of Microsoft Word and Excel is desirable;
- Day Camp experience and current CPR and First Aid certification is desirable;
- Experience working with children and adults with a wide range of ethnic, cultural, and socio-economic backgrounds is desirable.

**Hourly Rate** These non-career positions are offered at the Recreation Leader Specialist VII level at an hourly rate of \$16.756. The positions are temporary and scheduled hours may vary by week on an as-needed basis. Non-career employees are not typically eligible for health/dental/vision benefits; however, they may be eligible for sick leave benefits. From June through August, the successful candidates may work up to 40 hours per week.

**How to Apply** All candidates should submit a letter of interest and resume. Candidates not currently working for PR&M must also complete and submit an application, which can be obtained from the address below. All documentation must be submitted **no later than 4:30 p.m., Friday, April 8, 2016**, to:

Joy Warren, Recreation Superintendent  
Long Beach Ranger Station  
7550 E. Spring Street  
Long Beach, CA 90815  
Or e-mail: Joy.warren@longbeach.gov

### EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired or if you would like to request this information in an alternative format, please call (562) 570-3187. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

**"We create community and enhance the quality of life through people, places, programs and partnerships"**